

## SUPREME COURT OF DELAWARE

### Rule 87. Administrative Office of the Courts

(a) General principle. -- The entire court system must have central administrative services to preserve and support the independence of the judiciary as a separate branch of government. Central office administrative services include those functions required in developing and implementing the system-wide management authority and responsibilities of the Chief Justice as the administrative head of the judiciary and the Supreme Court as the administrative policy-making body for the court system.

(b) Responsibilities of the Administrative Office of the Courts. -- Under the administrative policies established in conjunction with the Supreme Court and the management authority of the Chief Justice, the Administrative Office of the Courts shall perform these functions:

(1) Policy development. -- Participate in the development and implementation of administrative policy.

(2) Judicial budget. -- Coordinate the preparation, review, and submission of the judicial budget and make recommendations to the Chief Justice as to items most needed in priority order.

(3) Personnel system. -- Prepare and administer system-wide policies, standards, and procedures for the management of the judicial personnel system.

(4) Fiscal system. -- Prepare and administer system-wide policies, standards, and procedures for the management of the judicial fiscal system.

(5) Technology. -- Design and implement the policies, standards, and procedures for the development and management of the automated judicial information and record keeping systems. Provide technological and management expertise and assistance to the courts and judicial agencies.

(6) Records management. -- Prepare and administer system-wide policies, standards, and procedures for the management of the judicial records management program.

(7) Case flow. -- Participate in the development, coordination, and monitoring of system-wide case flow time and clearance standards.

(8) Legislative liaison. -- Serve as liaison for the entire court system with the legislature, the executive branch, and local government, as well as with the bar, news media, and general public.

(9) Program development. -- Conduct system-wide planning, research, program development and evaluation, and statistical collection and analysis functions.

(10) Executive coordination. -- Coordinate with the executive branch the monitoring of facility construction, remodeling, maintenance, and security.

(11) Continuing education. -- Administer the court system's continuing education programs for judges, judicial officers, administrators, and other court personnel.

(12) Facilities. -- Coordinate statewide facilities issues, including new construction, minor capital improvements, and security.

(13) Office management. -- Manage the staff and activities of the Administrative Office of the Courts.

(14) Secretariat to meetings. -- Serve as secretariat for the Judicial Conference, Delaware Courts Planning Committee, and other appropriate administrative meetings as established by the Supreme Court.

(15) Annual report. -- Prepare the Annual Report of the Judiciary.

**HISTORY:** Added, effective Sept. 16, 1991; amended, effective Jan. 1, 1995; Apr. 6, 1999.

#### **NOTES:**

EFFECT OF AMENDMENTS. --The 1994 amendment, effective Jan. 1, 1995, inserted the subheadings in (b)(1) through (15).

The 1999 amendment, effective April 6, 1999, in (b)(5), substituted "Technology" for "Automatic systems" in the subsection heading, and added the last sentence; rewrote (b)(12); and substituted "Delaware" for "Long Range" in (b)(14).